WIED Minutes September 3, 2013

Present: Beth Holloway, Helen Muga, Beena Sukaraman, Julie Little-Wiles, Adrienne Minerick, Claire McCullough, Donna Reese, Kristen Constant, Bette Grauer

Minutes taken by Bette

1. Called to order at 1:00pm CDT
   a. Approval of minutes from the May teleconference - May meeting minutes are missing.

2. Treasurer’s Report – Adrienne
   a. Hawaii check cleared.
   b. Membership has increased
   c. Projected budget - $4000 on new apprentice educator grant.
   d. Over 12,000 in account currently.
   e. Advance representative will work with us on advocacy tips for women.
      i. WIED will archive the list on our website.
      ii. We can send tip out with each newsletter.

3. Webmasters’ Report – Sandra and Debra
   a. Kristen has not been able to update the private documents in the website. Kristen will work with the webmasters to get all pages updated.
   b. Will also set up a drop box file.
   c. Rewriting WIED Description for ASEE website (see current attached).
      i. Kristen asked for volunteers to rewrite WIED description.
      ii. Will look at “about” to create new description.
   d. Newsletter re-design - Need to make newsletter more professional looking.
      i. Kristen will work on this.
      ii. Adrienne will help.
      iii. Do we need to put a weekly newsletter out?
         Kristen will create a committee to work on this.

2. Nominating Committee – Muga
   a. Early engineering educator
   b. Best paper award
   c. Kristen will put Helen in contact with Susan Metz
3. Annual Conference 2013 Wrap-up – Beth

   a. Banner for division? Polo shirts?
      i. Kristen will work on a banner design.
         1. Discussion about banner design. – we will stick with website banner for design.
         2. Donna will work on a polo shirt.

   b. Annual Conference Summary
      i. Beth – we had good attendance at our sessions.
      ii. Kristen asked if we were charged for rearrangement of room.
          Adrienne has not seen any extra charges and will let her know.

4. Annual Conference 2014 – Beth
   a. Call for papers is behind. Abstract call open until October 20.
   b. Paper review will be different, but dates are pre set.
   c. Request for reviewers is out.
   d. Monolith is not ready to invite reviewers.
   e. Beth requested ideas for panel topics
   f. We will have one automatic panel session, but we will need to put others in a technical session. Abstracts will need to be submitted.
   g. WIED is asked to cosponsor an ethics workshop. Beth requested feedback on participating.

5. Distinguished Lecturer Nominations
   Discussed contacting Barbara Morgan as a possible lecturer.
   Will contact her through Boise State

6. Days/times for future meetings

   Bette will resend the poll out to try to set a better time.

7. Next meeting Wednesday, October 9 at 1:00 pm CDT

   Adjourned 2:00pm CDT